

Speaker Hints

From the IT Department

Thank you for your active participation in Town Meeting! We appreciate your work and willingness to participate in this important form of town citizenship! In order to ensure the best possible experience for you during your presentation, we have prepared a short guide for you.

Before the Town Meeting Starts:

If you have prepared a script for the IT staff to use to advance the slide, please bring an extra copy along, just in case. At least 30 minutes before the Town Meeting starts for the afternoon/evening, take a quick moment to check in with the IT staff. “Hi, my name is XXX and I will be presenting Article X. Do you have a copy of the script that I sent you?” They should be able to confirm that they have it. If they don’t have it, well, you have the spare copy!

This time period is also a good time to orient yourself to the tools that will be available to you during your presentation. (see below)

Orientation

- When you get up to the podium, take a few seconds to orient yourself.
- In front of you, The AUDIENCE! (You also have an audience in the cafeteria, the gym, and the wider world, on CC TV.)
- Behind you and up on the stage, the Moderator and the Town Clerk.
- To your immediate left, the IT staff who are controlling the pace of your presentation.
- To your immediate right, on the floor, the monitor which shows you your presentation as it is being displayed on the screen and the tv. There is no need to crane your head around and look at the larger screen to see what’s being displayed—the monitor on the floor is for you and in sync with what is being displayed.
 - You should check the monitor from time to time to ensure you are on the right slide. In addition, the monitor will be displaying the amount of time you have left in your allotted time for the presentation in the right hand corner.
- On the podium itself –a red light will be mounted at the top of the podium to help you stay on time. It will begin blinking at 15 seconds. That’s the time to wrap it up! It will remain on when you are out of time. In addition, the moderator may start ringing his bell. Please stop speaking at this time.

Signaling the IT Staff to advance the slides.

There are a few ways to do this.

1. If you provided a script to the IT staff in advance, they will be following along with you, and will advance the slide when it is indicated in your speech.
2. If you have not provided a script, then you will need to signal them to advance the slide. They will be watching you closely, so you can either signal them with a hand, or you can state "Next Slide". Sometimes people get caught up in their speaking and forget to say Next Slide. It might be a good idea to write the prompt into your presentation . If you do find you've fallen behind, stay calm. Ask the IT staff to advance to the next slide until they are caught up.

When it's time to speak

When you get up to the podium, take a few seconds to re-orient yourself. Then state your name, your address and the Article you will be discussing. The moderator will then say something like, " You may proceed."

You reply, "Thank you, Mr. Moderator".

It is not until the moderator utters those magic words to proceed that the timer begins, so don't rush through your introduction thinking you're losing time.

Note: If your motion is too long to fit on the first page of your presentation, and is on a handout instead, it is a good idea to state this right up front so that people will pull it out of their handout packet.

As you are introducing yourself, the article title screen will be displayed. IT staff will not display the first page (the motion) until the Moderator says to you "You may proceed". Then the IT staff will proceed to the first slide displaying the motion or a reference to the handout. Here is the first time you will need to say **Next**. Don't forget! ☐